

3.3 EXAMINATION EDUCATIONAL REQUIREMENTS

- (a) As used in these rules, “accreditation” refers to the process of quality control of the education process. There are two different levels of accreditation referred to in Rule 3.3 (b) below.

- (1) A college or university will be considered accredited by one of the major regional accreditation associations if accredited by one of the six (6) accrediting agencies or its successor agency as follows:

- (a) Middle States Association of Colleges and Secondary Schools;
- (b) New England Association of Schools and Colleges;
- (c) North Central Association of Colleges and Secondary Schools;
- (d) Northwest Association of Schools and Colleges;
- (e) Southern Association of Colleges and Schools;
- (f) Western Association of Schools and Colleges.

. Colleges and Universities accredited by these associations are listed in Accredited Institutions of Postsecondary Education published by the Council of Postsecondary Accreditation of the American Council on Education.

- (2) As referenced in Rule 3.3 (B) (2), accreditation of an accounting program is granted by a national accreditation agency recognized by the Board such as AACSB INTERNATIONAL – The Association to Advance Collegiate Schools of Business. Such accreditation is in addition to accreditation of the business college or programs, and is granted to accounting departments or programs that have met a stringent set of standards addressing faculty credentials, student quality curricula, and physical facilities. Graduates who submit transcripts from accredited accounting programs are deemed to have met the Board’s specific accounting and non-accounting course requirements.

Rule 3.4(d) APPLICATIONS

- (a) Persons desiring to take the examination for qualification as a Certified Public Accountant shall apply on a form provided by the Board and obtainable from its office. Different application forms are provided for original examinations and for re-examinations.**
- (b) Applications for permission to sit as a first time applicant must be received in the Board office at least sixty (60) days prior to the scheduled examination.**
- (c) Items which constitute an original examination application are a completed application form, the designated application fee, and other items enumerated in the application form.**
- (d) First-time applicants who have completed their education requirements before making their original application for the examination must have their official transcript submitted and received in the Board office at least thirty (30) days prior to the examination. First-time applicants who have not completed their education requirements prior to making their original application for the examination must submit, at least thirty (30) days prior to the examination, their current transcripts and letters from recognized school officials stating that they may reasonably be expected to complete their educational requirements as stated in the Act. Applicants must complete the educational requirements as stated in the Act within forty-five (45) days after the first day of the examination. In addition, official transcripts indicating satisfactory completion of their requirements must be received in the Board office within thirty (30) days after completion of such requirements. All transcripts must be sent from the registrar(s) and certification letters must be sent from the school officials directly to the Board. Candidates with foreign educational backgrounds must arrange to have their credentials evaluated by a service that is a member of the National Association of Credential Evaluation Services (NACES).**
- (e) Application to sit as a re-exam or conditioned applicant must be made on the proper application form provided by the Board. The properly completed application form and the designated application fee must be received in the Board office at least sixty (60) days prior to the scheduled examination.**
- (f) It is the responsibility of the applicant to make timely delivery of the appropriate application form and designated fee. In no instance need applications be accepted by the Board if the instructions and deadlines set forth in Paragraph 3.4(a) through 3.4(e) have not been met.**
- (g) All applications must be either officially accepted or rejected by the Board. The Board reserves the right to withdraw its approval by issuing notice thereof in writing or by telephone or telegraph, not less than twenty-four (24) hours prior to the commencement of the scheduled examination.**

Rule 6 NOTIFICATION OF PRACTICE UNDER SUBSTANTIAL

EQUIVALENCY

- 6.1 (a) A person holding a current certificate, license, or other authority in good standing to practice as a CPA, issued by another state, shall file notice with the Board on a form approved by the Board. The fee for this filing is found in Rule 12.**
- (b) Upon determining that the CPA qualifies to practice on the basis of substantial equivalency pursuant to A.C.A. § 17-12-311, the Board shall approve the CPA's substantial equivalence filing and provide written documentation to the CPA. The CPA shall not practice public accounting in Arkansas until the Board's approval of his qualifications.**
- (c) The filing of substantial equivalency shall expire December 31 of the year for which the filing is approved by the Board. The filing can be renewed by the CPA filing the form approved by the Board for notice to practice under A.C.A. § 17-12-311 and the fee provided in Rule 12**
- 6.2 If the CPA does not qualify under the substantial equivalency standards in A.C.A. §17-12-311, the Board shall issue a reciprocal certificate to the holder of a certificate, license or other authority by another state provided that the CPA qualifies pursuant to A.C.A. ¶17-12-308.**

7.4 Application Procedures; Forms.

Each applicant for registration as any type of licensed business entity shall register with the Board of Public Accountancy prior to performing public accounting work in the state of Arkansas. Such registration form must include an affidavit signed by a general partner, shareholder, or member of such business entity who is a certified public accountant or public accountant of Arkansas in good standing, attesting to the accuracy of the information in the application materials.

INACTIVE STATUS

13.7 (a) A licensee who complies with this Rule 13.7 shall be granted an exception to the continuing education requirement of A.C.A. §17-12-502.

(b) To qualify for this exception, the licensee must annually pay the appropriate inactive status registration fee as determined by the Board and complete a form prescribed by the Board.

(c) A licensee on inactive status shall not perform any of the services set forth in A.C.A. §17-12-505. If the licensee performs any such services, he shall be subject to discipline by the Board pursuant to A.C.A. § 17-12-601, et seq. or §17-12-105.

(d) A person on inactive status may convert to active status as follows:

- 1. Complete a form prescribed by the Board and submit payment of the appropriate fee(s) (initial or upgrade) for active status.**
- 2. Comply with CPE requirements under these rules for the renewal period following reinstatement on a pro rata basis, such hours to be computed at a rate of 3 1/3 hours per month from the date of reinstatement to the end of the renewal period in which reinstatement occurs.**

3. Comply with the appropriate condition below:

(A) If inactive for less than three (3) years, the licensee must deliver documentation acceptable to the Board showing completion of forty (40) hours of CPE, qualified pursuant to Rule 13.2, for each consecutive (12) month period the licensee was on inactive status; for any period of less than twelve (12) consecutive months, whether alone or as part of a period exceeding twelve (12) months, the number of CPE hours shall be prorated at the rate of 3 1/3 hours of CPE per month of inactive status.

(B) If inactive for three (3) years or more, the licensee must develop and deliver to the Board a proposed program of CPE as specified in Rule 13.2(a) (to include four hours of accounting professional conduct and ethics. After the Board's approval of the CPE program, the licensee shall complete all of the CPE hours during the 36-month period immediately preceding the date of the licensee's application for active status. The licensee shall attach to said application documentation acceptable to the Board showing successful completion of all of the CPE hours comprising said CPE program.